



**County of San Diego**  
**Department of the Alternate Public Defender**  
**110 West "C" Street, Suite 1100**  
**San Diego, CA 92101**



**Volunteer position description:**

**Law Clerk:** criminal law, juvenile dependency, and juvenile delinquency

The program provides exposure to all types of felony and juvenile cases, as well as providing 'real life' experience on how to defend cases.

Law Clerks experience hands-on work with both attorneys and investigators; assist attorneys with case organization and research; prepare motions and other written documents; attend court hearings; and other duties as listed below.

Law Clerks who are certified by the State Bar may be able to appear in court.

Typical activities of a Law Clerk:

1. Write motions including those for:
  - speedy trial
  - discovery
  - severance
  - confession suppression
  - expungement
  - motion to dismiss
  - motion to suppress evidence
  - statement in mitigation/motion to strike priors
2. Assist supervising lawyer on case preparation, including making supervised court appearances
3. Perform legal research, conduct client interviews
4. Work with investigators and experts
5. Assist with preparation for plea bargaining, trials and sentencing
6. Investigate sentencing alternatives and post-conviction relief

**Training:** New volunteers receive training in motion writing, and periodic reviews, as needed. Law Clerks must have completed course work in criminal law and criminal procedure. Completion of evidence is preferred.

**Commitment:** Law Clerks are expected to make a minimum time commitment of at least 10 hours per week for a minimum of one semester or summer session, with a strong preference for 20 hours per week.